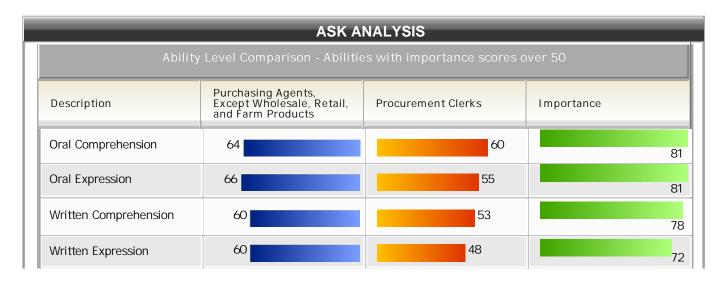
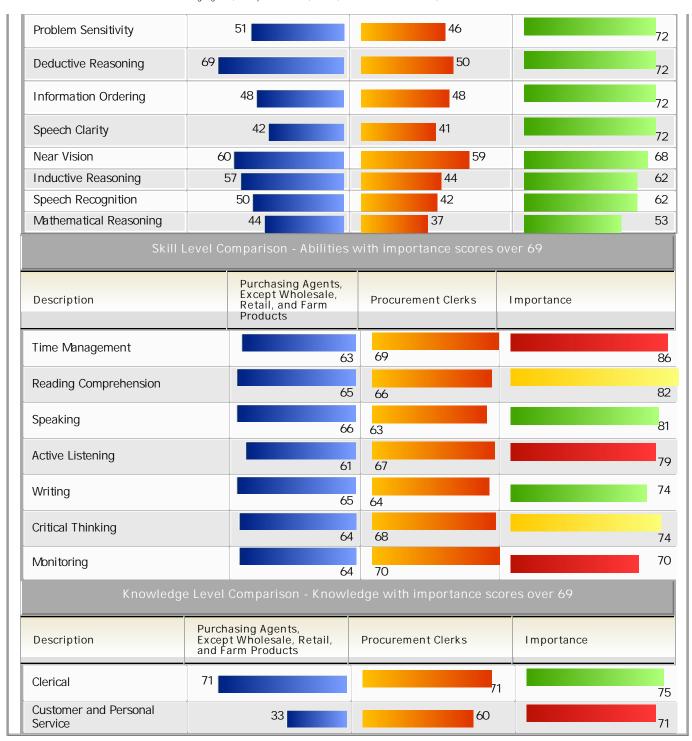
# TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Procurement Clerks

INPUT SECTION:													
Transfer	Titl	е				0,	NET	ı	Filters				
From Title:			Agents, E Farm Pro	Except Wholesal ducts	le,	13	3-1023.	.00 /			Importance LeveL: 50		Veight:
To Title:	Pro	cureme	nt Clerks			43	3-3061	.00	Skills:		ortance eL: 69	۱ 1	Veight:
Labor Market Area:	t Ma	Maine Statewide						k	(nowledge:		ortance el: 69	\ 1	Veight:
OUTPUT SECTION:													
Grand	Grand TORQ:												93
Ability TORQ				Skills TORQ		Knowledge TORQ							
Level		98		Level				91	Level				89
Gaps To	Narro	w if Pos	sible	Upgrade These Skills Knowledge				wledge	e to Add				
Ability L	evel	Gap	Impt	Skill	Leve	el	Gap	Impt	Knowle	dge	Level	Gap	Impt
No Critical Ga	ps Reco	orded!		Time Management		69	6	86	and		60	27	71
				Active Listening	6	67	6	79	Persona Service	al .			
				Monitoring	-	70	6	70	)				
				Critical Thinking	6	68	4	74	1				
				Reading Comprehension	1	66	1	82					
LEVEL and IM	PT (IMP			the Target Procur nolesale, Retail, ar								en Purc	nasing





Experience & Education Comparison									
Rela	ted Work Experience Compa	arison	Required Education Level Comparison						
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Procurement Clerks	Description	Purchasing Agents, Except Wholesale, Retail, and	Procurement Clerks				
10+ years	0%	0%		Farm Products					
8-10 years	6%	0%	Doctoral	0%	0%				
6-8 years	0%	0%	Professional Degree	0%	0%				
4-6 years	29%	8%	Post-Masters Cert	0%	O%				
2-4 years	23%	26%	Master's Degree	0%	0%				



0% 0%

0%

	Post-Bachelor Cert	2%	0%
52%	Bachelors	33%	12%
6%	AA or Equiv	2%	15%
3%	Some College	41%	11%
0%	Post-Secondary Certificate	7%	27%
2% 0%	High Scool Diploma or GED	11%	33%
	No HSD or GED	0%	0%

Purchasing Agents, Except Wholesale, Retail, and Farm **Products** 

Procurement Clerks

#### Most Common Educational/Training Requirement

Work experience in a related occupation

1-2 years

6-12

months 3-6 months 1-3 months

0-1 month

None

Short-term on-the-job training

#### Job Zone Comparison

3 - Job Zone Three: Medium Preparation Needed

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

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#### Tasks

#### Core Tasks

#### Generalized Work Activities:

- Interacting With Computers Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- · Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

#### Core Tasks

### Generalized Work Activities:

- Getting Information Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- · Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Processing Information Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

#### Specific Tasks

Occupation Specific Tasks:



#### Specific Tasks

#### Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Formulate policies and procedures for bid proposals and procurement of goods and services
- Hire, train and/or supervise purchasing clerks, buyers, and expediters.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate

- · Approve bills for payment.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

#### **Detailed Tasks**

#### Detailed Work Activities:

- · communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards



- employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

#### **Detailed Tasks**

#### **Detailed Work Activities:**

- analyze financial data
- · analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors
- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- · locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools
- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

Labor Market Comparison						
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Procurement Clerks	Difference			

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Median Wage	\$ 45, 210	\$ 33,300	\$( 11,910)
10th Percentile Wage	\$ 31,440	\$ 22,760	\$( 8,680)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 57,570	\$ 41,460	\$( 16,110)
90th Percentile Wage	\$ 72,070	\$ 47,510	\$( 24,560)
Mean Wage	\$ 48,120	\$ 33,970	\$( 14,150)
Total Employment - 2007	920	N/A	N/A
Employment Base - 2006	995	251	-744
Projected Employment - 2016	974	247	-727
Projected Job Growth - 2006-2016	-2.1 %	-1.6 %	0.5 %
Projected Annual Openings - 2006-2016	21	5	-16

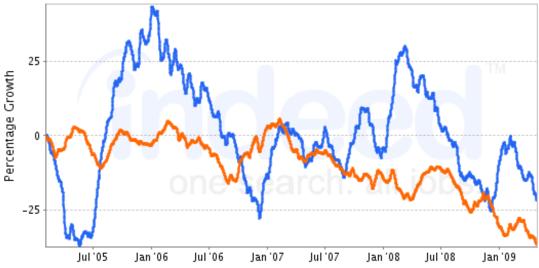
## **National Job Posting Trends**

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Trend for Procurement Clerks

## Job Trends from Indeed.com

— Purchasing Agent — Procurement Clerk



Data from Indeed

## **Recommended Programs**

General Office/Clerical and Typing Services



General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	100	3	920	\$45, 210.00	\$0.00	-2%	21
19-3021.00	Market Research Analysts	88	4	200	\$49,960.00	\$4,750.00	3%	2
13-2031.00	Budget Analysts	88	4	170	\$57,290.00	\$12,080.00	3%	Ę
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$10,880.00	-1%	12
13-2061.00	Financial Examiners	87	4	120	\$55,110.00	\$9,900.00	3%	-
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$4,170.00	9%	29
13-2051.00	Financial Analysts	86	4	210	\$71,380.00	\$26,170.00	10%	4
11-3031.02	Financial Managers, Branch or Department	85	4	2,440	\$67,670.00	\$22, 460.00	7%	58
11-9131.00	Postmasters and Mail Superintendents	85	3	420	\$55, 200.00	\$9,990.00	-5%	10
41-3031.01	Sales Agents, Securities and Commodities	85	4	0	\$65, 230.00	\$20,020.00	5%	33
41-3031.02	Sales Agents, Financial Services	85	4	0	\$65, 230.00	\$20,020.00	5%	33
13-1031.01	Claims Examiners, Property and Casualty Insurance	85	3	1,570	\$49, 360.00	\$4,150.00	3%	4
19-3011.00	Economists	85	5	50	\$49,150.00	\$3, 940.00	2%	
13-2011.01	Accountants	85	4	3,250	\$48,110.00	\$2,900.00	11%	11:
13-2052.00	Personal Financial Advisors	85	3	360	\$94,100.00	\$48,890.00	10%	1

## **Maine Statewide Promotion Opportunities for Procurement Clerks**

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O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-3061.00	Procurement Clerks	100	3	0	\$33, 300.00	\$0.00	-2%	5
43-6011.00	Executive Secretaries and Administrative Assistants	91	3	3, 330	\$38,830.00	\$5,530.00	6%	76
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	89	3	920	\$45, 210.00	\$11,910.00	-2%	21
13-2053.00	Insurance Underwriters	88	3	460	\$56,090.00	\$22,790.00	-1%	12
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$16,080.00	9%	29
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	87	4	770	\$43,900.00	\$10,600.00	8%	23
41-3031.01	Sales Agents, Securities and Commodities	87	4	0	\$65, 230.00	\$31,930.00	5%	33
43-6012.00	Legal Secretaries	87	3	1,300	\$33,360.00	\$60.00	5%	29
13-2081.00	Tax Examiners, Collectors, and Revenue Agents	86	3	450	\$36,790.00	\$3, 490.00	5%	13
43-4011.00	Brokerage Clerks	86	3	270	\$39,120.00	\$5,820.00	-13%	8
43-5011.00	Cargo and Freight Agents	86	2	170	\$40, 360.00	\$7,060.00	5%	5
43-5061.00	Production, Planning, and Expediting Clerks	86	2	1,320	\$38,490.00	\$5,190.00	-1%	35
13-1031.01	Claims Examiners, Property and Casualty Insurance	86	3	1,570	\$49, 360.00	\$16,060.00	3%	44
11-9081.00	Lodging Managers	85	3	520	\$43,350.00	\$10,050.00	17%	62
13-1071.01	Employment Interviewers	85	3	610	\$41,200.00	\$7,900.00	10%	19